



301 W. Jefferson Street, Suite 170
Phoenix, AZ 85003

COVER PAGE

(PLEASE PRINT CLEARLY)

Project Name: _____

Contact Person: _____ Title _____

Email address of contact person _____

Company Name: _____

Phone Number: _____ Ext: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

- On the AOC application ONLY, an Engineer can be the Project Owner.* →

Application Check List for Approval of Construction

- Cover Page for MCESD Projects (*This page*)
- Approval of Construction application (*Attached*)
- Full Size Set of Sealed and Signed Water/Sewer As-Built Plans**
(Sealed and signed by a Registered Land Surveyor **or** a Registered Engineer)
Full set must be available upon request in accordance with R18-4-507.2, R18-4-508 Record Drawings and Part E Type 4 General Permit R18-9-E301.E.
- Test Results OR A Letter From The City Stating The Type Of Tests That Were Run And That They Passed**
 - **Potable water systems** - Test results including, but not limited to pressure and bacteriological test data.
 - **Sewage collection systems** - Test results including, but not limited to deflection, leakage and uniform slope test data.
 - **Reclaimed water distribution systems** - Test results including, but not limited to pressure test data.
 - **New Well Only** – Unexpired New Source Approval
- Operation and Maintenance Manual Verification for Private Sewer and/or Private Lift Station (*Attached*)**
 - ◆ **ONLY for private sewer systems and/or private lift stations**

- ❖ ***The Approval of Construction (AOC) application will be signed by the MCESD Program Manager or designee and will become your AOC certificate.***
- ❖ ***Only signing engineer AND utility contact will be e-mailed when issued unless otherwise noted.***

Any questions contact ENVSubdivision@maricopa.gov

*** The Department reserves the right to request any other information ***

Visit our web page at esd.maricopa.gov



- Approval OF Constructions (AOCs) are applied for after the component is built and testing has been completed and passed.
- MCESD issues AOCs only for MCESD issued Approvals To Construct (ATC).
- **One (1) MCESD number per AOC application. Do not put multiple numbers on one application. ATCs are issued with one MCESD number and AOCs are issued the same way.**
- For the Engineer's Certificate of Completion area on the application, the items required are registered engineer's name, phone, e-mail address, seal and signature as well as the utility contact e-mail address.
- The engineer sealing/signing must be comfortable with the information provided on the as-built plans.
- Please make sure that the application is completed legibly. MCESD signs the bottom of the application when issued, which turns it into the issued certificate.
- **ONLY Private Sewer Systems and Private Lift Stations need to have Operations and Maintenance Manuals. Provide engineer verification of completed requirements on last page of AOC application.**

AOC Application Instructions

PWS# - "Public Water Supply" number – last three digits needed. Needs to be the assigned number that is providing potable water, must be the same on the ATC and the AOC.

MCESD# - Located on the plans that were signed by MCESD and can be found on the Approval to Construct Certificate.
(One MCESD number per application)

Type of Component – Write in the type of component the AOC application is for (i.e. water, sewer, etc.).

DWR# - Last six digits needed. FOR WELLS ONLY. Must have unexpired source approval before applying for AOC.

Project Name – As denoted on the Approval to Construct Certificate. Should be the same as on the plans.

Project Address – Physical location of project.

Project Description – The description should be the same as the description on the Approval to Construct (ATC) Certificate, this will be different for each component.

Project Owner – Must be a person with fiduciary responsibilities associated with the Project. (Print Name) *

Job Title – Examples: Owner, President or Vice President of Corporation/Home Owner Association, Manager.

Project Company Name and Phone # – The name and phone number of Company who owns the Project.

Mailing Address, City, State, Zip Code and E-mail Address – Location of project owner.

Signature of Project Owner – No one other than named / listed project owner can sign the application unless there is a letter of authorization attached.

Engineer's Certificate of Completion – Must be filled out, sealed and signed by a registered Engineer only. Do NOT alter the application in any way. Please fill in Utility Contact e-mail.

O & M Verification Page For Private Sewer Systems – Regarding Operations and Maintenance Manual verification. **MUST** be completed if the AOC is for a private sewer and/or private lift station.

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Approval OF Construction and/or Verification of General Permit Conformance

One (1) MCESD# and Component Per Application

PLEASE PRINT CLEARLY

PWS# 04-07- _____ MCESD# _____ Type of Component _____
(WATER COMPONENTS ONLY) (Specify water, gravity sewer, reuse, lift station, storage tank, etc.)

➤ Wells Only: DWR# 55- _____ *--Must have Unexpired Source Approval before applying for AOC*

Project Name: _____

Project Address: _____
(Physical location of project)

Project Description: _____

Project Owner: _____ Job Title _____

Company Name _____ Phone # _____

Mailing Address _____ E-mail Address _____

City _____ State _____ Zip Code _____

Signature of Project Owner _____ Date _____

Engineer's Certificate of Completion

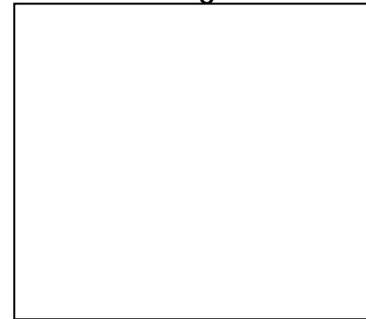
I, _____, a Professional Engineer registered in the State of Arizona; confirm that the project was completed in compliance with the plans and specifications approved by the Department, except as noted on the "as-built" plans. *Attached are applicable test results as required.*

Seal & Signature

Engineer's Phone _____

Engineer's E-Mail _____

Utility's E-Mail _____



Department Use Only

Approval of Construction and/or Verification of General Permit Conformance

For the project as described above, the Project Owner is granted an Approval of Construction and/or Verification of General Permit Conformance for operation and/or discharge under the terms of General Permit 4.01 in accordance with Title 18, Chapter 9, and Permit Article 2 (Wastewater); And/Or Title 18, Chapters 4 and 5 and Chapters IV and V of The Maricopa County Environmental Health Code (Water).

By _____
Subdivision Infrastructure & Planning Program

Date _____



Per APP Rule R18-9-E301.E.3

1. Does an Operation and Maintenance (O&M) Manual exist for this private sewage system?
 Yes No

If Yes, go to next question. If No, do not submit for AOC until there is a manual.

2. Does this Operation and Maintenance (O&M) Manual address the installed components?
 Yes No

If Yes, proceed with rest of questions. If No, revise manual to address the installed components.

3. Provide the name and 24 hour emergency number of the owner or operator of the private sewage collection system. Owner Operator

Contact Person: _____

Phone Number: _____

4. Provide the address where the operation and maintenance manual is maintained.

Address: _____

City: _____ State: _____ Zip Code: _____

5. Will the manual be available for inspection at the above address by the Department on request?

Yes No *If No, explain:*

Signature of Engineer _____ Date _____